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Transmitted via email

September 2, 2004

MINNESOTA BULLETIN NO. 300-4-45

SUBJECT: LTP – EQIP CONTRACTS WITH 2004 PRIVATE TSP/TA FUNDS

Purpose. Process for modifying EQIP contracts to add 2004 TA for TSPs.

Expiration Date. September 30, 2004.

**Action Requested by September 21, 2004**

This bulletin applies ONLY to FY 2004 EQIP contracts. Guidance for obligating 2003 EQIP contracts was provided in MN Bulletin 300-4-42.

**Approved Practices**

Technical Assistance (TA) funds must be tied to a Financial Assistance (FA) practice and the TA units must be equal or less than the FA units. For 2004 EQIP contracts, the following practices, as scheduled in Protracts for implementation in 2004 are authorized to receive 2004 TA funds for private sector Technical Service

Providers (TSP):

Pest Management (595);

NRCS will not provide technical assistance on 595. Therefore all contracts with 595 in 2004 must have TA added.

Prescribed Burning (338);

NRCS will not provide technical assistance on 338. All contracts with 338 in 2004 must have TA added.

Waste and Feedlot Runoff (784);

specific participants as previously identified by each Area.

Nutrient Management (590);

sufficient funds are available to fund all 590's scheduled for 2004.

Specific forestry practices as identified by Area 1 and Area 3 within their \$90,000 TSP allocations. Consult your ASTC if needed to determine which participants are authorized for TA.

**TSP Rates for Nutrient Management and Pest Management**

Use the following rates for Pest Management and Nutrient Management. These are the same rates as used in 2003.

- Pest Management (595) – DO NOT use the NTE calculator to determine the practice cost. The NTE rate for all time teams, and all combined practice components, and all quantities of acres is \$4.25 per acre. This entire payment will be shown as one item in Protracts using the EQIP 911 code with the Related Item as practice 595.
- Nutrient Management With Manure (590) – DO NOT use the NTE calculator to determine the practice cost. The NTE rate for all time teams, and all combined practice components, and all quantities of acres is \$6.50 per acre. This entire payment will be shown as one item in Protracts using the EQIP 911 code with the Related Item as practice 590.
- Nutrient Management Without Manure (590) – DO NOT use the NTE calculator to determine the practice cost. The NTE rate for all time teams, and all combined practice components, and all quantities of acres is \$4.00 per acre. This entire payment will be shown as one item in Protracts using the EQIP 911 code with the Related Item as practice 590.

### **TSP Rates for Wastewater and Feedlots, Prescribed Burning, and forestry**

- Wastewater and Feedlot Runoff Control (784) – Use the totals previously calculated by the engineering staff. However, the dollars must be attributed to 911, 912, and 913 with each as a separate item in Protracts and Related Item as practice 784. Use the NTE calculator to determine the rate for each component. Use practice 313 in place of 784.
- Prescribed Burning (338) – Use the NTE calculator. See below.
- Forestry practices for Area 1 and 3 – Use the NTE calculator. See below

### **Using the TSP NTE Calculator**

These instructions are to be used to determine the TSP TA NTE rates for practices 784, 338, and forestry practices.

1. From the “TechReg” web site click on the TSP Not-To-Exceed Rates link.
2. Page down and select the 03 TSP rates at <http://www.tsp-nte.usda.gov/TSPNTE03Archive>
3. Select Minnesota (for 338 use South Dakota and Bennett County)
4. Select your county (this will correspond to one of our 6 time team areas)
5. Select from the land use menu, either Forest, Wetwaste, or Range.
6. Select the practice. Use practice code 313 for 784. (if the practice is not listed contact the ARC or AE for guidance. The area contacts will coordinate all non-listed rates with Leah Moore in the State Office)
7. Enter the actual units for the approved practice (Use the NTE calculator to determine one rate per practice per year for non-structural practices. For example if the approved contract contains practice 329 in four different 60 acre fields, use the NTE calculator at the 240 acre level, do not use the NTE rate for a 60 acre field and multiply by four. For structural practices calculate a unique rate for each practice)
8. Record the “With Travel” results

If special circumstances exist that justify a higher technical assistance rate than indicated by the NTE calculator, a written request with documentation shall be submitted to the State Conservationist requesting approval of the revised rate. These requests must be made prior to obligating TA funds.

### **Adding TA to the EQIP contract**

1. Modify the contract in Protracts to add TA. Refer to the attached Protracts modification process to assist in completing the modification. When the modification is complete, print out the CCC-1200.
2. Obtain the producer’s signature on the 1200 and DC electronic signature
3. Mail the original signature 1200 to the state office to Sid Cornelius.

An initial allocation of TA funds will be placed into Protracts for each county. These funds are to facilitate planning and modification in Protracts. Offices shall not approve any TA modifications other than for 2004 scheduled practices of 590, 595, 338, and those specifically identified 784’s and forestry practices, even if funds remain in their county TA allocation.

As with EQIP FA dollars, Protracts is not an official financial obligation tool for EQIP at this time. The necessary paperwork must be forwarded to the state office in order to obligate the contract. As a part of the EQIP migration, each participant’s Direct Deposit and vendor code data will be transferred from FSA into Protracts on October 1, 2004, and eliminate the need for form 1199a to be completed.

**The deadline for all 2004 EQIP contracts with TSP TA funds to be modified and received in the state office is September 21, 2004. Forward signed contracts to the state office as soon as they are complete, do not hold them until the 21<sup>st</sup>.**

Direct questions on this bulletin through your Area Office to Tim Koehler, ASTC.

/s/

WILLIAM HUNT  
State Conservationist

#### Attachments

Dist: AC  
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FO  
SO EQIP Committee  
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